

Shrewsbury Public Library
Trustees' Meeting
April 22, 2013

Chairman George Strom called the April 22nd meeting of the Shrewsbury Public Library Board of Trustees to order at 7:30.

Trustees present were: Barbara Carpenter
Carol Cullen
Carl Larson
Kevin McKenna
Rosemary Rennie
Fran Whitney

Trustees absent: Joan Barry
Alice Canty

Bonnie O'Brien, Library director attended.

Approve Minutes of Previous Meeting:

Rosemary asked for clarification of cost for Non-ALA member to attend Conference in Toronto. Cost should have read \$1427 not 41427.
Barbara corrected the date of Young Adult Program with Disc Jockey, Ramiro. Program took place on March 4th. USA Patriot Act in Congress is a revision of present law.

Motion to Accept Minutes as corrected- Carol
Second- Carl
All in Favor

Reading of Correspondence

Bonnie reminded Board of program on Fund Raising sponsored by Board of Library Commissioners on Saturday. Should be a very good program if anyone can attend.

Monthly Report of Library Director

Rosemary asked for a patron why the book drop is locked during the day? Bonnie responded that it had always been locked during the day because of the problem of emptying during the day. If book drop is open during the day the Video drop should be also. The book drop can be emptied from inside, but in order to empty drop a staff member must go outside to do so. A question was raised regarding Library cards. Can someone who has a card other than Shrewsbury receive Outreach Services? If the person is a Shrewsbury resident they may receive Outreach Services even if their card is from another Town. The deciding factor is where the person lives. Bonnie hoped everyone had noted that circulation without renewals is up

4,495 for the month. She felt that the economy had a great deal to do with the increase.

Motion to accept the director's report- Carol

Second-Fran

All in favor

Reports of Committees

Building

Stairway- runner Fran reported that she had found nothing a Gray's when She went there. Will go again to see if anything can be found. Carl asked about Miliken. Do they have something that will match other carpet? Bonnie is waiting to here from them. Will call again.

Ward Portrait- Being worked on.

Lighting for Howe & Ward Portraits- The lighting specs from the Art Museum has been sent to Coughlin Electric . Bonnie will check with them in a week to see if they have a price.

Courtyard repairs- the work is completed.

Cornice Leak- Working on problem. Waiting on weather to be sure where Leaks are and fix it.

Outreach Services

Bonnie reported that letters had gone out to Rehabilitation Hospitals in area letting them know of our service to Shrewsbury residents. Several of them had called asking if residents of other towns could receive the service.

Policy & Personnel Committee

Technical Services Vacancy Bonnie reported that Bernadine would be retiring the 30th of April. Although the position is in the budget the Town Manager had asked to hold off on hiring someone until we see how the budget works. Bonnie said that other staff would be cross trained to help out for now. George asked to be informed on decisions on cross training.

Tutoring space charge Bonnie reported that she had spoken to several of the tutors. Those that are paid receive between \$25 and \$35 an hour. Carl asked if the tutors were from Shrewsbury. Bonnie responded that they were. Bonnie is still waiting for more information from other Libraries and will have a report next month.

USA Patriot Act- procedure Bonnie reported on the procedure that had

been put in place for this act. If an FBI agent should ask for information Staff will refer him/her to the director, assistant director or staff person in charge. Identification may be asked for and they may check with the Police. In the case of a subpoena it would be referred to the director and Town Counsel. Bonnie said that she would have a copy made for Board members.

Trust/Financial

George noted that according to latest print out there is \$655,000 in Trust funds.

Unfinished Business

Amnesty Week – No fines- Week of June 8-14

Bonnie explained that due to the short time between last meeting and National Library Week there had not been enough time to advertise the Amnesty Week. Staff suggested the week of June 8-14 to coincide with The 50th anniversary of the Tornado.

Motion to make Amnesty Week June 8-14th.-Carol

Second – Fran

All in favor

Building

George suggested that in preparation for the building project that he would like to ask the Department Heads what they would like to see in a new building. After discussion it was decided to ask the Department Heads for a brief idea of what they feel would be needed.

Budget for FY'04

No information until after Town Meeting.

No Parking Zone Designation

Letter has been sent to the Selectmen requesting this designation.

New Business

ALA –Toronto- June 20-25th

Bonnie reported that no staff member who has not gone before expressed interest in going this year.

How Memorial Library – 100th anniversary celebration

George asked Bonnie for a list of activities planned so that Trustees may help in some of the planning. Bonnie reported that the Staff was having trouble locating a flatbed trailer for the float. George said that he would look into this.

Time Management software for Internet computers

Bonnie reported that costs would be \$165 per computer for 5 years from one company. The other company would charge \$245 per computer for 5 years. It was decided to hold off on this for now.

Library Promotion by Board of Library Commissioners- April

Bonnie reported that four Shrewsbury residents had agreed to have their comments and photo on the Internet for this. She suggested that the Board views these.

Long Range Planning/Planning for Results

Bonnie suggested that the Board look into forming a Committee with interested Towns People to help in this process. Discussion centered on whether this was the time to do this. Bonnie explained that this was not planning for a building project rather a services related planning. Barbara suggested that this process could go forward at the same time that planning was beginning for a building study. It was felt that staff should be asked first for their thoughts. Bonnie suggested she would have a consultant from the Region come and speak on the process to help the Board better understand. George asked if we could get a synopsis of what is required in the Building Process from the Board of Library Commissioners. It was decided to hold this for the next meeting.

Adjournment

Motion to adjourn- Carol

Second – Carl

All in favor

Meeting adjourned at 8:15 PM

Submitted by Barbara A. Carpenter